



DEPARTMENT OF EDUCATION
Division of Malaybalay City
CLEARANCE FORM

(Instructions at the back)

I PURPOSE				
				_____ Date of Application
TO: DEPARTMENT OF EDUCATION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: _____				
Office of Assignment: _____			_____ Name and Signature of Employee	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			CHERRY MAE L. LIMBACO-REYES Schools Division Superintendent	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services			DARVY C. DAGUIMOL	
b. Human Resource Welfare & Assistance			GUIA MA. G. VILLAHERMOSA	
c. Agency-accredited Union/Cooperative Whichever is applicable: <input type="checkbox"/> PESPA <input type="checkbox"/> Teacher's Association: <input type="checkbox"/> DAPSHI President/Vice President <input type="checkbox"/> DEPED-NEU <input type="checkbox"/> Others: _____				
2. Library				
a. Legal Office Library			NONE	
b. Library Services			EMELYN R. TOGONON	
3. Finance and Assets Management				
a. Financial Services			RHYSIA CYLE C. ROSALEJOS, CPA	
b. Transaction, Processing & Billing Services			RUFELIA J. LIMBENGCO	
c. Payroll & Remittance Services			NOVILYN G. PALMA	
4. Professional and Institutional Development				
a. Scholarship Services			WOODROW WILSON B. MERIDA	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			ATTY. WINCERBOGNE L. PESISANO	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
CHERRY MAE L. LIMBACO-REYES Schools Division Superintendent				

